

**INSTRUCTIONAL PERSONNEL  
JOB DESCRIPTION**

**TITLE:** GUIDANCE COUNSELOR, HIGH

**QUALIFICATIONS:**

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for a Florida certification in guidance and counseling

**REPORTS TO:** School Principal

**JOB GOAL:** To provide a comprehensive program that provides academic, personal, social, and career development and community involvement for all students. The goal for the program is to assist all students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers and lifelong learners.

**ESSENTIAL FUNCTIONS:**

Is responsible for the registration and scheduling of all students  
Assists students in the selection of classes and graduation option plans  
Provides small group developmental guidance activities to all students  
Provides personal/social, behavioral, and /or academic counseling to all students  
Provides assistance in the screening, referral, identification and placement of students with special needs  
Provides assistance to parents of all students  
Provides appropriate consultation and staff development to school personnel and/or parents/community as needed  
Provides information and counseling in the areas of career exploration and college selection, further education, college entrance exams, financial aid, scholarships, and employment opportunities  
Organizes and conducts career and college information programs  
Provides information regarding community service opportunities and enters community service hours in the computer  
Provides information and counseling for Bright Futures opportunities and registration  
Coordinates dual enrollment, advanced placement, and early admissions programs  
Identifies and counsels potential dropouts offering them other options  
Counsels students who are experiencing attendance difficulties  
Coordinates and administers a variety of standardized tests, maintains test security, and interprets test results to parents, students, and other school staff  
Assists students and families in need with providing basic care through referrals to appropriate resources  
Provides orientation for all incoming and new students  
Counsels students in developing peer relationships, decision-making skills, and conflict resolution (character education)  
Identifies and refers students as needed to appropriate agencies (i.e. mental health, TAPP, Lutheran Services, etc.)  
Continually enhances the overall guidance program through in-service opportunities  
Evaluates the overall guidance program on a continuing basis  
Provides assistance and information to faculty, students and parents in regard to multi-cultural education  
Assists in the orientation of new faculty/staff members  
Assists students and parents in scheduling teacher conferences and serves as a mediator and/or advisors  
Provides input in the development of curriculum and the master schedule  
Coordinates the proper maintenance, transfer, and acquisition of students records as required  
Assists in the maintenance of the automated student data system  
Attends and participates in faculty meetings  
Accepts responsibility for extra curricular activities  
Coordinates all award presentations  
Coordinates all graduation activities, verifying that graduation requirements have been met  
Contributes to the Integrated Service Team meetings  
Establishes and maintains cooperative relations with students, faculty, staff, and parents  
Assumes the responsibility to maintain a valid Florida teacher's certificate  
Provides own method of transportation to various locations when required  
Performs other tasks and responsibilities as assigned by the principal

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<b>LENGTH OF EMPLOYMENT:</b>	<b>10 months and summer contract</b>
<b>SALARY:</b>	<b>Based on the adopted salary schedule for instructional personnel</b>
<b>EVALUATION:</b>	<b>Annual evaluation by the principal in accordance with the Master Contract, local policies, and state law</b>
<b>ENVIRONMENTAL:</b>	<b>Activities occur inside and outside; subject to indoor and outdoor environmental conditions</b>
<b>EQUIPMENT:</b>	<b>Audio-visual equipment, computers</b>
<b>SUPERVISION CONTROL:</b>	<b>Is personally responsible for satisfying all the above referenced essential functions with minimal supervision</b>